



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, THURSDAY, APRIL 7, 2016 (CHAITRA 18, 1938 SAKA)

DEPARTMENT OF HEALTH & FAMILY WELFARE
(HEALTH-IV BRANCH)

NOTIFICATION

The 7th April, 2016

No.5/11/2016/2HB4/729638//1.- In super-session of previous notifications regarding constitution of Rogi Kalyan Samities and exercising the powers vested under section 23(i) of Punjab Health System Corporation Act, 1996, the Governor of Punjab in pleased to reconstitute Rogi Kalyan Samities (RKS) at District Hospital (DH), Sub Divisional Hospital (SDH), Community Health Centre (CHC) & Primary Health Centre (PHC) as per Annexure I, II, III, IV & V. Further, the members shall finally be approved by the District Health Society concerned. The aims & objectives and diverted functions of the Rogi Kalyan Samities will be as under:-

- i) Serve as a consultative body to enable active citizen participation for the improvement of patient care and welfare in health facilities.
- ii) Ensure that essentially no user fees or charges are levied for treatment related to care in pregnancy, delivery, family planning, postpartum period, newborn and care during infancy, or related to childhood malnutrition, national disease, control programmes such as Tuberculosis Malaria, HIV/ AIDS, etc. and other government funded programmes which are provided as assurance or service guarantees to those accessing public sector health facilities.
- iii) Ensure that those patients who are Below Poverty Line, vulnerable and marginalized groups and other groups as may be decided by the state government, do not incur financial hardship for their treatment and create mechanisms to cover part/full costs related to transport, diet and stay of attendant.
- iv) Develop mechanisms to guard against denial of care to any patient who does not have the ability to pay, especially for services that are being provided at the government's expense.
- v) Ensure provision of all non-clinical services and processes such as provisioning of safe drinking water, diet, litter free premises, clean toilet, help desks, support for navigation, comfortable patient waiting halls, security, clear signage systems, and prominent display of Citizens' charter.
- vi) Ensure availability of essential drugs and diagnostics, and use of standard treatment protocols/ standard operating procedures, patient safety, effective mechanisms for maintaining patient records, periodic review of medical care/deaths.

- vii)** The RKS, as a part of the endeavour to enable assured health services to all who seek services in the government health facility will allow the hospital in charge to procure essential drugs/ diagnostics not available in the health facility out of the RKS funds. Such local purchases must be made only as a short term interim measure. The Executive Committee will review such purchases in each meeting and ensure that the rationale for the purchase is justified and that this is not undertaken repeatedly.
- viii)** Promote a culture of citizen-friendly behavior amongst service providers and hospital staff for improved patient welfare, responsiveness and satisfaction through, inter-alia, organizing training/ orientation/sensitization workshops periodically.
- ix)** Operationalize a Grievance Redressal Mechanism including a prominent display of the "Charter of Patient Rights" in the Health Facility and address complaints promptly thus building confidence of people in the public health facilities.
- x)** Create mechanisms for enabling feedback from patients, at least at the time of discharge and take timely and appropriate action on such feedback.
- xi)** Undertake special measures to reach the unreached/ disadvantaged groups e.g. Campaigns to increase awareness about services available in the facility.
- xii)** Ensure overall facility maintenance so that the facility conforms/ aspires to conform to the Indian Public Health Standards (IPHS).
- xiii)** Supervise, maintain, and enable expansion of hospital building for efficient and rational use and management of hospital land & buildings.
- xiv)** Facilitate the operationalization of National and State Health Programme as appropriate for level of the facility.
- xv)** Proactively seek out participation from charitable and religious institutions, community organizations and corporates for cleanliness and upkeep of the facility.
- xvi)** Facilitate participation and contribution from the community in cash/ kind (drugs/ equipment/ diet), labour including free professional services.
- 1)** The funds received by rogi Kalyan Samitis from the State Govt. as well as Donors shall be deposited in a separate Bank Account of Rogi Kalyan Samitis to be operated by the Member Secretary and one of member of the Executive Committee.
- 2)** The accounts & financial records of the rogi Kalyan Samitis will be maintained by the RKSs and a separate account has to be prepared for the same.
- 3)** The accounts of the Rogi Kalyan Samitis will be audited by the statutory Auditor hired by the National Rural Health Missions at district level.
- 4)** To review the progress & functioning of Rogi Kalyan Samitis the Governing Body-RKS will hold the meeting at least bi-annually and Executive Committee-RKS will hold the meeting at least once in an every quarter. Member Secretary will issue the agenda for Rogi Kalyan Samitis and also keep the record of the proceedings of the Rogi Kalyan Samitis meetings.

VINI MAHAJAN

Chandigarh
The 4th April, 2016

Principal Secretary to Govt. of Punjab
Department of Health & Family Welfare

Annexure-I**1) composition of Governing Body (GB) of RKS at District Hospital**

Sr. No.	Composition	
1.	Deputy Commissioner	Chairperson
2.	Civil Surgeon	Member
3.	Medical Superintendent / Hospital -in-charge	Member Secretary
4.	Deputy Medical Commissioner	Member
5.	Local MLA, in whose jurisdiction the health facility is located	Member
6.	Chairperson-Zila Panchayat	Member
7.	Mayor/Chairperson of the Urban Local Body at the District Hospital head quarters	Member
8.	Chief Executive Officer, Zila Parisad	Member
9.	Commissioner/Executive Officer, Municipal Corporation/Council	Member
10.	Civil Surgeon	Member
11.	District AYUSH Officer	Member
12.	District Officer of Departments of Women and Child Development, Water and Sanitation, Education, Social Welfare, Public Works Department, (Including Electrical and Mechanical), Electricity Board	Member
13.	Individuals/institutional donors who contribute equal to or more than the stipulated amount for associate membership	Member
14.	Nominated Members (names to be recommended by Member Secretary/ District Magistrate)	Nominated Members
15.	Three eminent citizens, of whom one must be a female, nominated by the Chairperson from the names recommended by Member Secretary/District Magistrate	
16.	Two Civil Society representatives	
17.	One Representative of local medical college, if any. The senior specialists' in-charge of different wards and DPHN/ Nurse Matron should be invited as permanent special invitees.	

Sd/-
Under Secretary Health

Annexure-II**2) Composition of Executive Committee (EC) of RKS at District Hospital**

Sr. No.	Composition	
1.	Deputy Commissioner	Chairperson
2.	Civil Surgeon	Member
3.	Hospital in Charge	Member Secretary
4.	Chairperson of Standing Committee on Health of Zila Panchayat: Member	Member

5.	Chief Executive Officer, Zila Parisad	Member
6.	Commissioner/Chief Municipal Officer Municipal Corporation/Council	Member
7.	Civil Surgeon	Member
8.	District AYUSH Officer	Member
9.	District Officer of Departments of Women and Child Development, Water and Sanitation, Education, Social Welfare, Public Works Department, (Including Electrical and Mechanical), Electricity Board	Member
10.	Individuals/ Institutional donors who contribute equal to or more than the stipulated amount for associate membership	Member
11.	Senior specialists in-charge of different wards/Nurse Matron	Member

Sd/-
Under Secretary Health

Annexure-III

3) Composition of Sub Divisional Hospital of RKS

Sr. No.	Composition	
1.	Sub District Magistrate	Chairperson
2.	SMO in-charge of the facility	Member Secretary
3.	Block Medical Officer	Member
4.	AYUSH doctor from SDM	Member
5.	Block Development Officer	Member
6.	Programme Officers ICDS	Member
7.	Block Education Officer	Member
8.	Block level representative of Drinking Water & Sanitation	Member
9.	Block level representative of Education	Member
10.	Block level representative of Social Welfare	Member
11.	One PRI representative who should be chairperson of the Health Sub-Committee of the Block Samities	Member
12.	Two eminent citizens & two civil society representative that are GB members	Member
13.	Individuals/ Institutional donors who contribute equal to or more than the stipulated amount for associate membership	Member

Sd/-
Under Secretary Health

Annexure-IV

4) Composition of Community Health Centre of RKS

Sr. No.	Composition	
1.	Sub District Megistrate	Chairperson

2.	SMO in-charge of the facility	Member Secretary
3.	Block Medical Officer	Member
4.	AYUSH doctor from CHC	Member
5.	Block Development Officer	Member
6.	Programme Officers ICDS	Member
7.	Block Education Officer	Member
8.	Block level representative of Drinking Water & Sanitation	Member
9.	Block level representative of Education	Member
10.	Block level representative of Social Welfare	Member
11.	One PRI representative who should be chairperson of the Health Sub-Committee of the Janpad Panchayat/ Block Panchayat	Member
12.	Two eminent citizens & two civil society representative that are GB membes	Member
13.	Individuals/ Institutional donors who contribute equal to or more than the stipulated amount for associate membership	Member

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Under Secretary Health

Annexure-V

5) Composition of Primary Health Centre of RKS

Sr. No.	Composition	
1.	Medical Officer	Chairperson
2.	AYUSH medical Officer or staff ; Nurse nominated by MOI/C	Member Secretary
3.	Anganwadi Supervisosr	Member
4.	Two eminent Citizens	Member
5.	Two Civil Society representatives	Member
6.	Block Staff of Department of Drinking Water and Sanitation	Member
7.	Block Staff of Department of Education	Member
8.	One nominated Pharmacist/CDPO	Member
9.	Chairperson/ Member of Panchayat	Member
10.	Government School Headmaster	Member

Sd/-
Under Secretary Health